

Solicitation Number: 05-0001-35
**M2C2 Training Support Service for the Office of Naval
Research ONR 353**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN (0001 Technical, Programmatic and Engineering Support Services) are due by 2:00 PM (local), Friday, September 9, 2005.

1.0 Background

The Mobile, Modular Command Center (M2C2) is a prototype command, control, and communications package undergoing technical development and operational assessment, by the 3rd Marine Regiment, at the Marine Forces Pacific Experimentation Center (MEC) Facility at Marine Corps Base Hawaii, Kaneohe Bay. The M2C2 is a self-contained, vehicle-independent package, that provides essential command and control functionality, limited terrestrial communications, and on-the-move wideband satellite communications reach back.

- The Office of Naval Research (ONR) uses the M2C2 prototypes as technology insertion testbeds to test new technologies, explore C3 architectures, and to assist the MEC and operational forces in developing operational concepts and concepts of operations for Marine Corps early-entry missions.
- ONR is also interested in developing training strategies, programs and technology that can lessen the time necessary for technically trained operators to learn to use, configure and troubleshoot new C3 technologies.

2.0 Statement of Work

2.1 Objective

Study and analyze existing Marine Corps technical training methods, emerging training methods, and training technologies as they apply to a rapidly evolving C3 science and technology program—specifically M2C2.

- Government interest: Obtaining proper, timely training is a major challenge in the adoption and effective use of new information and communications technologies.
- Overall requirement: Produce a study and analysis report that will recommend the approach for the M2C2 program to develop and apply specific training strategies, methods and technologies to greatly

- reduce the training time needed for technically trained operators to effectively employ new C3 technologies.
- Potential difficulties: Current Marine Corps technical training curricula splits communications and information technologies into several specialties.
- Expected determinations: Recommendations for best approaches for M2C2 to pursue.
- The intended collaborative effort and expected benefits: The M2C2 prototypes, technical team, technical assessors, operational forces, and operational assessors will be available at the MEC Facility for consultation to get first-hand knowledge of specific M2C2 training challenges.
- The focus of the effort: Study and analysis of training needs specific to M2C2 and Marine Corps operators.
- What is proposed: Analysis of USMC C3 "School House" curricula; analysis of M2C2 capabilities and technologies; analysis of applicable training strategies, methods and technologies when applied to USMC technically trained operators and M2C2 technologies.

2.2 Scope

Specific scope is M2C2's missions and technologies; MARFORPAC developmental M2C2 concept of operation (CONOPS); USMC C3 technical training curricula, programs and prerequisites; applicable USMC C3 military occupational specialties (MOS) and their qualifications and certifications; and existing and emerging training and educational strategies, methods and technologies that might be relevant to USMC technical training related to M2C2 and its technologies.

2.3 Technical Tasks/Requirements

- 2.3.1 Determination of USMC MOS's relevant to this study and methodology and logic behind this selection.
- 2.3.2 Analysis of USMC technical C3 training, qualifications, education and certifications including time required, and expected outcomes.
- 2.3.3 Analysis of training needs for effective use, configuration and troubleshooting of M2C2 C3 components and system.
- 2.3.4 Analysis of M2C2 CONOPS and impacts upon training.
- 2.3.5 Analysis of traditional USMC training (2.3.2) to meet M2C2 technology insertion (2.3.2) and CONOPS (2.3.4) evolution timeliness needs
- 2.3.6 Analysis of emerging training methods, strategies and technologies.

- 2.3.7 Evaluation of the ability of applicable items identified in 2.3.6 to meet M2C2 technology insertion (2.3.2) and CONOPS (2.3.4) evolution timeliness needs
- 2.3.8 Recommendation of approach(es) that should be implemented to develop an effective M2C2 training program

2.4 Reports Data and Other Deliverables

2.4.1 Interim presentation and report – analysis of existing USMC technical training, analysis of M2C2 mission needs and technologies – (due three months after award).

2.4.2 Final presentation and report – analysis of applicable training strategies, methods and technologies as applied to M2C2 technologies and mission – (due six months after award).

3.0 Personnel Requirements

3.1 Personnel Qualifications

The following mixtures of skill sets are anticipated to support the tasks:

- Excellent skills in working with military customers in both the technical and operational community.
- Ability to capture operational requirements and convert them into technical needs.
- Ability to plan and execute a multi-faceted project involving technical, programmatic and operational contention.
- Military experience in a command center and/or communications operations.
- Military experience as a command and control/communications trainer or in training materials preparation.
- Technical training/certification in field of specialty and prior military experience is desired.

3.2 Government Estimate

It is estimated that this requirement can be completed with one man-year of the total effort (1 man-year = 2,000 hours).

4.0 Order Details

4.1 Contract Type: The Navy anticipates awarding a cost plus fixed fee completion task order.

4.2 Period of Performance: The period of performance is (6) months from time of award with no options.

4.3 Other Direct Costs (ODCs)

ODCs (including travel, supplies, etc.) should be included in the cost proposal with supporting documentation.

4.3.1 Travel and Per Diem - Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.4 Place of Performance: Work will normally be performed at the Contractor's facilities. Additionally, the M2C2 prototypes will be available at Marine Corps Base, Kaneohe Bay, Hawaii, and Marine Corps operators will be available at Kaneohe Bay or Camp Smith, Hawaii.

4.5 Government Furnished Resources (GFR): The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services: The facilities required to perform the tasks outlined in the Statement of Work will be at the Contractor's place of business. While on site at Kaneohe Bay, basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities.

The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

4.5.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation: All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.6 Subcontracts/Consultants: Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

4.7 Security Requirements:

a) Clearance Requirements. During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. For personnel, a minimum of a SECRET clearance is required. Any Contractor facilities used in support of this contract must be granted SECRET facility clearances and have the capability to store material classified up to and including SECRET. A DD Form 254 will be required prior to access or production of any classified information. Additionally, Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, the selected Contractor may be required to execute a Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

4.8.1 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

5.0 Proposal Requirements

5.1 Proposal Format: The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined;

how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the Travel and ODC amounts as part of its proposed costs to include cost support for all ODC's proposed. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the proposal (it can be submitted in sealed envelope) or mailed separately before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents: Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement. Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. An NDA in a format acceptable to the M2C2 prime contractor will be provided.

5.3 Proposal Submission: The due date for receipt of proposals for this solicitation is no later than 2:00 pm (Local Time) on 09 September 2005. Proposals can be uploaded electronically via the "[Upload Proposals](#)" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.) All proposals must be submitted electronically.

6.0 Evaluation Information

6.1 Evaluation Criteria: A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel and qualifications
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted. Technical Factor 4 is of less value than all other Technical Factors.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2. Award: The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or around 07 OCT 2005.

7.0 Submission of Questions: Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments: Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

9.0 Point of Contact: The Point of Contact for this solicitation is:
Julie DeStefano, Code 0253
One Liberty Center
875 North Randolph Street, Suite 1425
Arlington, VA 22203-1995
Phone: 703-696-7826
E-mail: Julie_DeStefano@onr.navy.mil

**Non-Disclosure Agreement Regarding Contractor Support
for the Office of Naval Research**

The undersigned individual, _____, agrees, both in his personal capacity and as an employee of _____ as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
 - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
 - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
 - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
 - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.

2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files